

Pharmacy Shipping Coordinator

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Company: Cencora

Location: Edmonton

Category: other-general

Our team members are at the heart of everything we do. At Cencora, we are united in our responsibility to create healthier futures, and every person here is essential to us being able to deliver on that purpose. If you want to make a difference at the center of health, come join our innovative company and help us improve the lives of people and animals everywhere. Apply today!

What you will be doing

PRIMARY DUTIES AND RESPONSIBILITIES:

Inventory control aspects of the pharmacy are maintained including:

- Receiving: verifying all inbound shipments for quantity and any shipping damage; performs established pharmacy receiving process, ensures quantities invoiced for is what the pharmacy received, inputs invoices product details into pharmacy Kroll software. Receiving documents are reviewed for accuracy and to ensure no discrepancy in product pricing.
- Quarantining of product: relating to all inbound receipts and returns as outlined in the pharmacy SOPs
- Managing inventory movement in a FIFO or FEFO manner (first-in-first-out, first-expiry-first-out)
- Proper Storage of product: relating to all inbound receipts

- Packing of product: All products received by the pharmacy are to be verified against accompanying documentation to ensure product, quantity, shipping location and box pack out are correct.

All orders

provided by the pharmacy are to be packaged in accordance with temperature requirements of the products

and Standard Operating Procedures of the pharmacy. Assess suitability of packaging requirements based on

shipping destination and weather circumstances.

- Ensuring that all documentation is completed accurately, including preparing shipping documentation, i.e.

waybills and packing slips

- Production assembly; i.e. cold chain and ambient box assembly and conditioning of bricks and blankets for

pack outs.

- Supplies management; monitor and replenish shipping materials as needed

- Assist with administrative functions i.e filing

- Ensuring all sensitive products outlined by the pharmacy SOP are handled and labelled accordingly.

- Required to be trained and understand Kroll, the pharmacy software system as it relates to receiving functions.

- Act as the final check to ensure the right prescription reaches the right destination

- Utilizes various carrier's software, such as FedEx, Purolator, ATS, etc.

- May be required to be on standby/on call as part of this role

What your background should look like

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

[REDACTED]

- Previous experience an asset

MINIMUM SKILLS, KNOWLEDGE AND ABILITY REQUIREMENTS:

[REDACTED] (mathematics)

- Ability to lift and move up to 50 lbs

- Ability to perform repeated reaching, bending and lifting daily

- Able to work in a cold environment daily

- Ability to maintain confidentiality and use appropriate judgment
- Ability to work accurately with a strong attention to detail
- Ability to work well under pressure in time sensitive situations
- Ability to shift priorities quickly to meet deadlines
- Good organizational and multi-tasking abilities
- Independent worker, requiring minimal supervision
- Bilingualism (French-English) is also an asset
- Ability to operate material handling equipment such as reach truck, Walkie, pallet jacks and/or forklifts as required

What Cencora offers

We provide compensation, benefits, and resources that enable a highly inclusive culture and support our team members' ability to live with purpose every day. In addition to traditional offerings like medical, dental, and vision care, we also provide a comprehensive suite of benefits that focus on the physical, emotional, financial, and social aspects of wellness. This encompasses support for working families, which may include backup dependent care, adoption assistance, infertility coverage, family building support, behavioral health solutions, paid parental leave, and paid caregiver leave.

To encourage your personal growth, we also offer a variety of training programs, professional development resources, and opportunities to participate in mentorship programs, employee resource groups, volunteer activities, and much more.

For details, visit <https://www.virtualfairhub.com/amerisourcebergen>

Schedule

Full time

Affiliated Companies:

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Equal Employment Opportunity

Cencora is committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, age, disability, veteran status or membership in any other class protected by federal, state or local law.

The company's continued success depends on the full and effective utilization of qualified individuals. Therefore, harassment is prohibited and all matters related to recruiting,

training, compensation, benefits, promotions and transfers comply with equal opportunity principles and are non-discriminatory.

AmerisourceBergen is committed to providing reasonable accommodations to individuals with disabilities during the employment process which are consistent with legal requirements. If you wish to request an accommodation while seeking employment, please call 888.692.2272 or email . We will make accommodation determinations on a request-by-request basis. Messages and emails regarding anything other than accommodations requests will not be returned

Accessibility Policy

AmerisourceBergen is committed to fair and accessible employment practices. When requested, AmerisourceBergen will accommodate people with disabilities during the recruitment, assessment and hiring processes and during employment.

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